

Sign Requirements for Building Review

1/10/03

The applicant is responsible for verifying and accurately depicting all information. The City may require additional information as needed. For preparation information, see description sheet #1, *Standards for Plans and Drawings*. If you have any questions concerning the application submittal, please visit or call the Building desk in the Permit Center (425-452-4121) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Our TTY number is 425-452-4636.

Building plan review is required for:Free-standing Signs:

Monument and pole signs over 8 feet; provide structural calculations.

Building-mounted Signs:

1. Face-mounted signs with an area greater than 100 square feet and/or a weight greater than 750 pounds. *(Connect to the building structure with fasteners @ 48" on center each way; this is the maximum fastener spacing unless structural calculations are provided.)*

If the area is greater than 200 square feet and/or the weight greater than 2000 pounds, provide structural calculations.

2. Projecting signs with an area greater than 30 square feet and/or a weight greater than 250 pounds.

If the area is greater than 50 square feet and/or the weight greater than 400 pounds, provide structural calculations.

3. Awning, canopy, or marquee signs.

If the height is greater than 4 feet or if it is a marquee sign, provide structural calculations.

4. Signs mounted at or above the roof line; provide structural calculations.

Definitions

Face-mounted Sign - Sign supported by the building structure and projecting less than 1 foot from the face of the building.

Monument Sign – Wall sign supported directly by a foundation.

Pole Sign – Vertical pole sign ("flag pole" sign) supported directly by a foundation.

Projecting Sign – Sign supported by the building structure and projecting more than 1 foot from the face of the building.

Awning/Canopy Sign – Sign imprinted on or attached to an awning or canopy.

Design Criteria for sign and connections (based on provisions of the 1997 Uniform Building Code):

1. Gravity Loads -- self-weight and applicable live loads as required by Chapter 16.
2. Wind Design Criteria (Chapter 16, Division III) -- 80 mph, Exposure (site specific, Exposure B, minimum).
3. Seismic Design Criteria (Chapter 16, Division IV, Section 1632) -- Zone 3, S_D (unless otherwise specified by a geotechnical engineer).
4. Design for Combined Loading -- as specified in Section 1612, Load Combinations.

Sign Requirements Checklist -- Include the following structural information:

- ☐ Dimensions of the sign and structural supports
- ☐ Elevation of the sign above grade and with respect to the roof
- ☐ Weight of the sign (including frames, etc.)
- ☐ All materials and material grades of structural members and connections
- ☐ Cross sections showing structural members and fastening methods
- ☐ Existing building support structure (i.e., the building structure that is supporting the sign)
- ☐ Size, spacing, and number of all fasteners (lags, nails, welds, etc.)
- ☐ All structural components of the sign itself (including dimensions, materials, etc.)

NOTE: The building plans examiner may, at his or her discretion, require that structural calculations be submitted. If structural calculations are required by the City of Bellevue, the calculations, details, and drawings must be stamped and signed by a civil/structural engineer licensed in the state of Washington.

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